OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 12-33   **February 7, 2012**

TO: All Regional Directors, Officers-in-Charge
                   and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Element K Program

        The Division of Operations-Management is happy to announce that the Office of
Employee Development (OED) is expanding the Element K online training program for
support staff personnel. OED offered the Element K online training program on a pilot
basis to the field last year and received very positive reviews. Based on this positive
feedback, this year OED has secured enough licenses so that all support staff in the
Regional Offices can take advantage of this training resource. Additionally, OED has
added Microsoft Office training courses to the existing Element K course listings.

        Course completion records for employees who took courses in Element K last
year will automatically roll over. Those who have used Element K in the past will notice
significant changes to the Element K homepage. OED has revised the homepage to
organize the content into development paths in the following content areas:

- Grammar
- Written Communication
- Oral Communication
- Influencing Others
- Microsoft Office 2003[1]
- Career Development
- Time Management
- Working in a Team Environment

    A full list of the courses included in each development path is available on OED's
website at this link (http://insider.nlrb.gov/element-k-line-training). Employees who
complete all of the courses in a development path will receive a completion certificate.
Additional courses are available through the full Element K course catalog.

        Support staff employees who desire to take a course or a series of courses
should discuss this with their supervisors and seek authorization for such. We

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[1] Currently, the list of courses includes Microsoft Office 2003. However, it is anticipated that Microsoft
Office 2007 will be available to our employees later this year. At that time, courses regarding Microsoft
Office 2007 which are already incorporated in the Element K courses would be worthwhile to take.

recommend that supervisors collaborate with their employees to help them choose courses that will be most beneficial. This is an opportunity for supervisors who see a training course or courses that would assist a support staff employee in his/her career development to sit down with their support staff employees and help them schedule a time for the employee to take the course(s). The current subscriptions expire at the end of September, but OED hopes to renew the subscriptions for the following year. OED welcomes all comments on the program and course offerings.

OED will be contacting the office managers to obtain the information needed to register the support staff personnel. OED will send Element K login information to all support staff personnel separately. Additionally, OED will be conducting a series of presentations to the office managers to familiarize them with Element K and discuss how to effectively use this valuable resource. Dates and times for these presentations will be communicated separately.

Please contact Chris Bragg in OED with any questions or comments about Element K (Chris.Bragg@nlrb.gov, (202) 273-7592).

/s/
A.P.

cc:	NLRBU